



## Environmental Health Services

### Temporary Food Facilities at Community Events *Application and Instructions for Food Vendor*

#### A. Introduction

The purpose of this application is to assist Placer County temporary food facility vendors in working effectively with the community event coordinator to plan safe and sanitary food service. This application applies to all vendors participating in community events such as fairs and festivals.

This application is intended only for public community events, not private parties.

#### B. Responsibilities

Temporary food facility **vendors** participating in a community event have two primary responsibilities:

- ☐ Obtain a health permit. Complete *Food Vendor Permit Application* and pages indicated and submit it along with the health permit fee to environmental health at least **2 weeks** in advance of the event. After evaluation is complete, environmental health will issue a vendor permit. The event coordinator will need the permit number to include on their application packet.
- ☐ At the beginning of the event, perform a self-inspection using the *Food Vendor Self Inspection* form (page 9). **Do not send this form to the event coordinator. Please post it in your facility.**

Food vendors need to meet all applicable facility, equipment, and food handling requirements listed on the self-inspection form. Placer County Environmental Health staff are available to help vendors plan their food service operation and can answer questions that arise concerning best food handling practices. Based on an assessment of the proposal, Environmental Health staff may provide additional technical assistance by making one or more on-site inspections.

#### C. Fees

- 1) Single Event fee: \$86
- 2) Year round fee: \$172
- 3) Veterans seeking fee reduction must submit DD 214 paperwork.
- 4) Food Facilities/Caterers with current Placer County Health permit are eligible for a fee reduction.
- 5) Qualifying Non-Profit Organizations are eligible for a fee reduction.

#### Additional Information

For additional information, contact Placer County Environmental Health, Consumer Protection Programs, Auburn office at (530) 745-2300, or the Tahoe office at (530) 581-6240.



Temporary Food Facilities at Community Events  
**Food Vendor Application**

Vendor Name \_\_\_\_\_

Vendor mailing address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Telephone: Home \_\_\_\_\_

Cell \_\_\_\_\_

Business \_\_\_\_\_

Business Name \_\_\_\_\_

Business e-mail address \_\_\_\_\_

**TYPE OF PERMIT(circle one):** Multi-Event or Single Event (Event Name \_\_\_\_\_)

**Part One: Risk Assessment- CHECK ONE of the appropriate categories. Only check one of the 5 categories.**

**Category 1 - Catering (Submit Vendor Application page 2)**

- ☐ Full service caterer has been contracted for this event. Caterer will bring food and catering staff remain on site to serve and monitor food. List caterer, contact phone number, and attach copy of caterer's current health permit. Caterer will be required to submit rest of application.

Caterer: \_\_\_\_\_ phone: \_\_\_\_\_

- ☐ Food is prepared by caterer but catering staff will not be on site during event. Vendor must complete application.

Caterer: \_\_\_\_\_ phone: \_\_\_\_\_

**Category 2 - Pre-Packaged Foods Only (Submit Vendor Application page 2)**

Where is food being prepared? (Foods must be from an approved source). Foods must be properly labeled. **Booth**

**Requirements:** overhead protection, flooring (cement, asphalt, tarp, sheet plastic).

- ☐ Non-potentially hazardous foods only. Ex. Cookies, bread, candy, jam.
- a) List foods: \_\_\_\_\_
- b) If Vendor made: Attach County Health permit, CFO Permit, or State Processed Food Registration
- c) If Purchased, where from: \_\_\_\_\_
- ☐ Potentially hazardous foods. Ex. BBQ Sauce, Olive Oil, salsa, tamales
- a) List foods: \_\_\_\_\_
- b) If Vendor made: Attach County Health Permit, State Processed Food Registration or State Cannery license.
- c) If Purchased, where from: \_\_\_\_\_

<b>Office Use Only</b>			
<b>Techs</b>	Amt Paid: \$ _____	Date Paid: _____	Receipt #: _____
	Check #: _____		
[ ] Single Event [ ] Annual Permit [ ] Food Prep [ ] No Food Prep			
[ ] Vendor PR _____ [ ] Approved [ ] Denied [ ] Conditions _____			
Complete: [ ] yes [ ] no	REHS Signature: _____		Date: _____

# Temporary Food Facilities at Community Events

## Food Vendor Application (continued)

### Part One: Risk Assessment Continued

#### Category 3 - Pre-Packaged Foods with Sampling (Submit Vendor Application pages 2-6)

Select one of the categories above and fill in required information. Then review the two options noted below to determine your booth requirements.

- ☐ Samples are prepared off-site in a permitted kitchen, stored in enclosed container, and served so as to be protected from contamination (Ex. Bread is cut into samples at the bakery, placed in sealable plastic bags, and tongs are used to hand out samples. Or a squeeze type bottle is filled with honey or barbeque sauce and on site is squeezed onto a tasting stick/spoon.) **Booth Requirements:** overhead protection, flooring (cement, asphalt, tarp, plastic), plus a hand wash station.
- ☐ Samples are prepared inside the booth (Ex. Cutting bread or vegetables/fruit, mixing dip, warming tamales, scooping product into sample cups, etc.) **Booth Requirements:** full enclosure (overhead protection, flooring, and sides), plus hand wash and dish wash stations.

#### Category 4 - Limited Prep (Submit Vendor Application pages 2-6)

- ☐ Food is stored/prepared inside enclosed container and then placed in cup/service dish and handed to customer. Ex. Hot dogs, Dispensing beer, Scooping ice cream from containers located within a freezer. **Booth Requirements:** overhead protection, flooring, hand wash station, dish wash station (if utensils are used).
- ☐ Foods are uncovered (anything open to dust contamination or flies landing on it). Ex. Ice cream containers are held on top of a table and staff is scooping from them, fruit is being cut for smoothies, open- type cotton candy machine, shaved ice machine or kettle corn. **Booth Requirements:** full enclosure (overhead protection, flooring, and sides), plus hand wash and dish wash stations.

#### Category 5 - Full Prep (Submit Vendor Application pages 2- 6).

- ☐ **Booth Requirements:** Full enclosure (floors, walls, ceiling), hand wash station, dish wash station.

Don't forget to fill out your self-inspection report (page 7) and post it inside your booth at the start of the event!

# Temporary Food Facilities at Community Events

## Food Vendor Application (continued)

### Part Two: Food Preparation Planner

Complete the following table for each food item you plan to serve.

<b>Food or beverage item</b> (e.g. taco, ribs, lemonade, etc.)	If food is prepared off site ** :  Location name: _____ Location address: _____ Contact telephone number: _____  Type of transport container and method used to transport food: _____ _____ _____ _____ ** If out of county facility attach copy of Health permit
How will food be cooked (e.g. BBQ, deep-fry, grill, steam, etc.)	
Type of temperature holding units in booth (e.g. ice chest, freezer, crock pot, chaffing dishes, etc.)	
Type of equipment used to reheat prepared foods (e.g. microwave, grill gas burner, etc.)	
<b>Food or beverage item</b> (e.g. taco, ribs, lemonade, etc.)	If food is prepared off site **:  Location name: _____  Location address: _____  Contact telephone number: _____  Type of transport container and method used to transport food: _____  _____  _____  ** If out of county facility attach copy of Health permit
How will food be cooked (e.g. BBQ, deep-fry, grill, steam, etc.)	
Type of temperature holding units in booth (e.g. ice chest, freezer, crock pot, chaffing dishes, etc.)	
Type of equipment used to reheat prepared foods (e.g. microwave, grill gas burner, etc.)	
<b>Food or beverage item</b> (e.g. taco, ribs, lemonade, etc.)	If food is prepared off site **:  Location name: _____  Location address: _____  Contact telephone number: _____  Type of transport container and method used to transport food: _____  _____  _____  **If out of county facility attach copy of Health permit
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<b>Food or beverage item</b> (e.g. taco, ribs, lemonade, etc.)	If food is prepared off site **:  Location name: _____  Location address: _____  Contact telephone number: _____  Type of transport container and method used to transport food: _____  _____  _____  **If out of county facility attach Health permit
How will food be cooked (e.g. BBQ, deep-fry, grill, steam, etc.)	
Type of temperature holding units in booth (e.g. ice chest, freezer, crock pot, chaffing dishes, etc.)	
Type of equipment used to reheat prepared foods (e.g. microwave, grill gas burner, etc.)	

3091 County Center Drive, #180, Auburn, CA 95603 ● 530.745.2300 ● [www.placer.ca.gov](http://www.placer.ca.gov) ●

fax 530.745.2370

Tahoe Administration Building, 775 North Lake Blvd, Suite 203, P.O. Box 1909, Tahoe City, CA 96145-1909 530.581.6240 ●  
fax 530.581.6242

# VENDOR BOOTH FLOOR PLAN

FACILITY/ VENDOR NAME:

**Per CAL CODE section 114381.2 floor plan (top view) of the facility must include the following:**

1. Proposed lay-out of equipment  
Examples: cooking equipment, refrigerators/ice chest, sternos, steamer, etc...
2. Food Preparation Tables
3. Food and Utensil Storage (all food and utensils must be stored at least 6" off the floor)
4. Personal items storage
5. Hand washing facilities
6. Trash Receptacle
7. Ware washing facilities:  
**CIRCLE SANITIZER TYPE:** Quaternary Ammonia, Bleach, or Iodine
8. Details of the materials and methods used to construct the temporary food facility:  
**CIRCLE ALL THAT APPLY:** pop up tents, tarps, permanent food booth, and mobile food facility



## Health and Human Services Department Placer County Environmental Health

### OPERATING AGREEMENT BETWEEN VENDOR AND HEALTH DEPARTMENT

#### Food Vendor

I agree that neither I nor any of my representatives will begin operation and food preparation at our temporary food facility until all of the following items are in compliance:

- The food facility is fully enclosed with proper overhead protection, flooring, and 4 sides with windows no larger than 216 square inches (food facilities with products individually pre-packaged in an approved food facility do not require enclosure)
- An approved hand washing system is in place on a table, inside the facility. This includes a water container that allows for hands-free washing, hand soap in a pump dispenser, single use towels in a dispenser, and a catch basin for the waste water. (Not required for pre-packaged foods)
- 3-containers large enough to handle the largest utensil, containing respectively, soapy wash water, a clear water rinse, and a sanitizing rinse are in place, on a table, inside the facility.
- Approved cold holding equipment is available for all cold potentially hazardous foods – foods are held at or below 45°
- Approved hot holding equipment is available for all hot potentially hazardous foods – foods are held at or above 135°
- Outdoor cooking equipment is separated from public access to prevent food contamination or injury to the public. (This can be done using a rope, fence, caution tape, etc.)

I acknowledge the fact that any food that cannot be determined to be from an approved source through product labeling, receipts, or commissary letter will be subject to impound by authority of the California Retail Food Code Section 114393.

**If I am found operating without the above items in place, I will be required to cease operations until all food safety requirements have been met.**

**CAL CODE section 113947.1c** states that temporary food facilities (TFF) that prepare, handle, or serve non prepackaged food shall have an owner or person in charge who can demonstrate to the enforcement officer that he or she has an adequate knowledge of food safety principles as they relate to the specific food facility operation. ***I certify that I am familiar with the requirements pertaining to TFF and agree to operate in a manner consistent with those requirements. I also understand that depending on risk assessment and staff assignments, an initial phone interview and/or event inspection may be conducted by this office.***

***I understand that if I change caterers or change menu from what is listed in this application I will notify Environmental Health of those changes prior to attending next event.***

I \_\_\_\_\_, am legally authorized to execute this agreement and acknowledge that the county environmental health department is relying upon this authority.

Business Name \_\_\_\_\_ Date \_\_\_\_\_

Signed by \_\_\_\_\_

Print Name \_\_\_\_\_

Title/Position \_\_\_\_\_

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# Food Vendor Self-Inspection (PLEASE POST INSIDE BOOTH)

This self-inspection form is designed to help the food vendor at a special event meet state food safety requirements.

Event Name \_\_\_\_\_

Vendor Name \_\_\_\_\_

Inspection Date \_\_\_\_\_

Item	Yes	No
<b>Part One: Basic Requirements.</b> All food vendors should complete this portion of their self-inspection. If you are only serving prepackaged, non-potentially hazardous food, you do not need to complete Parts 2-4 of the self-inspection form.		
Self inspection completed and posted on booth, and vendor name, address, telephone number posted on or adjacent to booth		
Approved source:* Food is purchased from an approved source and, if prepared off site, the facility is permitted by a health department.		
Approved floor material: cement, asphalt, or covered with tarp, plywood, linoleum, or other smooth, cleanable material		
All foods stored off the floor a minimum of 6 inches and no food stored outside of booth		
Adequate trash and garbage disposal receptacles available in booth		
<b>Part Two: Protection of Food from Contamination.</b> All vendors serving food that will be unwrapped prior to sale should complete this portion of their self-inspection. If you are only serving non-potentially hazardous food, you do not need to complete Parts 3-4 of the self-inspection form.		
Hand washing facilities provided within booth. (OK to use a 5 gallon container with valve to allow both hands free for vigorous rubbing, waste container, soap, and disposable towels.)*		
Fully enclosed food preparation/handling area (see Placer County Environmental Health's <i>Food Booth Enclosure Information</i> handout for additional information if needed)		
All non-packaged food covered or otherwise protected from contamination and condiments served from approved dispensing units	N/A	
Ice kept free from contamination and scoop used and refrigeration ice not used for beverage service		
Three step utensil washing <b>within the booth</b> (OK to use three, clean 5 gallon buckets/tubs in this order: (1) soapy, hot water to wash utensils, (2) clear, hot water to rinse utensils, (3) warm, sanitizing solution to sanitize utensils *)		
Wastewater from sinks and other equipment disposed in the sanitary sewer. (Do not dispose of wastewater in storm drains, on grass or in planters.)		
<b>Part Three: Temperature Control.</b> All food vendors serving potentially hazardous food, regardless of the packaging, should complete this portion of their self-inspection. If you are preparing the potentially hazardous food on site in your booth you do not need to complete Part 4 of the self-inspection form.		
Potentially hazardous food holding: (a) held hot at or above 135° F (PHF shall be destroyed at the end of the day), *or (b) held cold at or below 41° F or may be held at 45° F (but these PHF shall be discarded at end of day).		
Adequate and appropriate equipment for meeting temperature control requirements		
Thermometers provided to monitor potentially hazardous food refrigeration and metal stem thermometer provided to measure potentially hazardous food temperature	N/A	
Potentially hazardous food, previously held hot, not re-served to the public.		
Potentially hazardous food, previously cooked and then refrigerated, rapidly re-heated to 165° F prior to hot holding.		
Frozen potentially hazardous foods properly thawed (no thawing at ambient air temperature)		
Outdoor BBQ: (a) adjacent to booth, (b) free from dust, (c) roped off from public access		
<b>Part Four: Protection of Transported Food.</b> All food vendors preparing potentially hazardous food off site should complete this portion of their self-inspection.		
Food transported and stored in tightly covered, washable containers		
Transport containers adequately insulated to maintain potentially hazardous food either: (a) hot $\geq 135^{\circ}$ F, or (b) cold $\leq 41^{\circ}$ F/45°F		
<b>Vendor Comments and Notes.</b> Please comment on any item marked "no." Use the back of this form if needed.		

\* Items identified with star (\*) are extremely critical to public health, so violations may result in immediate closure and revocation of permit. Per CAL CODE section 114335 et seq...

Vendor Signature \_\_\_\_\_

Date \_\_\_\_\_

**DO NOT RETURN WITH APPLICATION! POST IN BOOTH ON DAY OF EVENT**



# Temporary Food Facilities

## Food Booth Enclosure and Washing Information

### Food Vendor

This informational sheet is designed to assist food vendors meet state enclosure and washing requirements for food booths.

#### A. Enclosure Requirements

The following table summarizes enclosure requirements applicable to food booths:

Component of Booth	Requirement	Application
<b>Floor</b>	Smooth and easily cleanable	Pavement, plywood, and canvas are acceptable as flooring, <b>but lawn, dirt, and sawdust are not acceptable.</b>
<b>Walls &amp; Ceilings</b> Full enclosure requirements do <u>not</u> apply: (1) If the vendor only sells pre-packaged food (overhead protection is still required) or (2) If the vendor is a non-profit organization holding an annual fundraiser that is not part of a larger community event.	Completely enclose the booth to minimize the entrance of flies.	Walls and ceilings constructed of wood, canvas, plastic, or fly screening. Food service openings need to be equipped with tight-fitting closures.
<b>Signage</b> Signage requirements do <u>not</u> apply to non-profit organizations holding their annual fundraiser event.	Clearly identify the name, city, state, and zip code of the vendor.	Lettering 1-3 inches high, at least 3/8 inches wide, in contrasting color to background.

#### Public Health Importance of Enclosures

Enclosure of food booths is intended to prevent the spread of disease by flying insects, primarily flies. Flies are a concern because of their feeding habits. A brief description of this is presented in the shaded box. Beware, the description is graphic!

When flies land on your food, remember that they have an even greater attraction for feces and rotting flesh. They cannot eat solids, so before feeding they vomit a bit of their previous meal on their current meal. The acidic saliva in their vomit dissolves their current meal so they can eat it. Besides feeding on filthy material, they also collect and spread germs by rubbing their bodies, legs, and wings on the material they are eating. As a result of their feeding preferences and practices, flies are known to be an important agent for the spread of many foodborne diseases, such as salmonella infections, dysentery, etc.



#### Helpful Hints and Tips

- Shade Pop-Ups are commonly used for ceilings in food booths and are available at garden supply stores or larger retailers.
- Insect or sun screening materials are acceptable for enclosure walls or ceilings and may be purchased at hardware stores in pre-cut rolls.
- Screening can be kept closed using Velcro or ties.
- For additional information, contact Placer County Environmental Health, Consumer Protection Programs, Auburn office at (530) 745-2300, or the Tahoe office at (530) 581-6240.



# Temporary Food Facilities

## Food Booth Enclosure and Washing Information

### Food Vendor

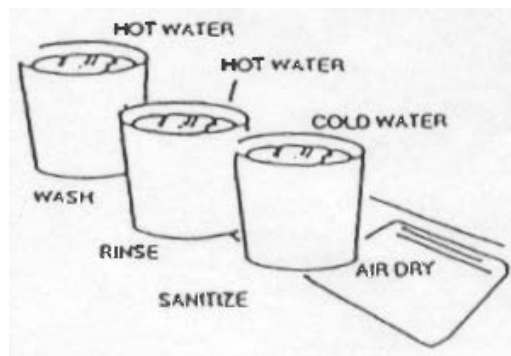
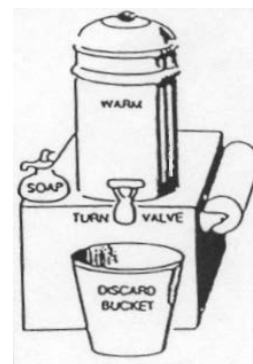
#### B. Washing Requirements

The law requires, as an ideal, separate hand washing facilities, **within a temporary food facility**, with hot and cold running water for unpackaged, high risk (potentially hazardous food) food service. These hand washing facilities must be separate from a required three (3) compartment stainless steel sink with dual drain boards. However, the law provides for local enforcement agencies to allow other hand and utensil washing facilities when it deems alternate methods are adequate.

**Placer County allows the following in lieu of ideal requirements:**

**Hand Washing Facilities** -- Provide a five gallon water container with warm water and a dispensing valve, which will leave hands free for washing. Also provide a wastewater container, soap dispenser, paper towels and receptacle for waste paper towels **within the food booth**. Thorough hand washing (with soap and warm water) is required:

- Upon entering food booth prior to any food preparation
- After using the restroom
- After breaks
- After sneezing or coughing
- After handling raw meats
- After handling garbage or chemicals or money etc....

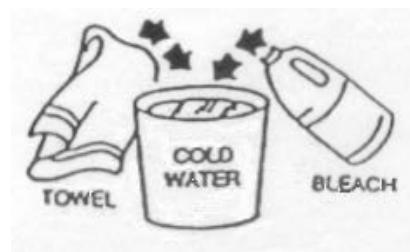


**Utensil Washing Facility** -- Booths with food preparation require three five gallon containers for the cleaning of equipment, utensils and for general cleaning purposes. **These shall be set up inside the booth.** One shall contain soapy water, one with clear water, and the other a bleach/water solution (use 1 tablespoon of 5.25% household bleach or 2 teaspoons of 6% household bleach per gallon of water).

- Step 1: Wash in soapy water  
Step 2: Rinse in clear water  
Step 3: Sanitize minimum 1 minute in sanitizer

**Note:** Do not rinse utensil after dipping in sanitizer  
Step 4: Air dry

**Wiping Cloths** -- Well sanitized tables, counter tops, cutting boards and other food contact surfaces prevent cross-contamination of food and have been shown to discourage flies. Cloths reused to clean and sanitize food contact surfaces must be **kept in a bucket of sanitizing solution**. A common sanitizing solution is 1 tablespoon of 5.25% household bleach or 2 teaspoons of 6% household bleach per gallon of water. Sanitizer in a **labeled** spray bottle is allowed in conjunction with single service paper towels.



**Wastewater** -- Water and other liquid wastes, including waste from ice bins and beverage dispensing units, must be contained in or drained into a leak proof container. Liquid waste must be disposed of into an approved sewage system or holding tank and **must not** be discharged onto the ground.